

Radio Procedures

v. 3.4 December 29, 2023

In this guidance, “OLV” is voiced “Olive Branch” and “42J” is voiced “Four Two Juliet”.
Taxiway letters such as “C” are voiced “Charlie”, etc.

General Format: [AIM 4-2-3]

- Who are you calling
- Call sign ‘Who you are’
- Position ‘Where you are’
- Request ‘What you want to do’
- [ATIS]

(All letters are voiced with the phonetic alphabet)

Priorities:

- AVIATE
- NAVIGATE
- COMMUNICATE

In other words: “Never drop to airplane to fly the microphone!”

If necessary to “Fly First”, say:

“STANDBY”

When in doubt:

42J: “SAY AGAIN for 42J?”

-or-

42J: “SAY AGAIN (item not understood) for 42J?”

e.g.

42J: “SAY AGAIN which runway for 42J?”

If necessary:

“UNABLE”

e.g.:

TWR: “42J, turn base now, keep your speed up and land so as to hold short of taxiway Charlie”

42J: “UNABLE, 42J”

-or-

42J: “UNABLE to hold short of Charlie, 42J”

Other terms:

“AFFIRMATIVE” = Yes

“NEGATIVE” = No

“ROGER” = OK or “I understood what you just said” - but NOT to be used with a ‘clearance’

e.g.:

TWR: “42J, the traffic exiting the runway ahead and to your right will hold for you”.

42J: “ROGER, 42J”

WILCO (considered somewhat archaic... “I understood what you said and will comply” - but not to be used with an actual ‘clearance’.)

e.g.:

TWR: “42J, give way to the traffic crossing ahead, then turn left and proceed to your ramp”.

42J: “WILCO, 42J”

ALWAYS read back:

-Taxi clearance

-Takeoff clearance

-Hold short instructions (of runways or taxiways) - e.g.: “Holding short of runway 18, 42J”

-Landing clearance - e.g.: “Cleared to land runway 18, 42J”

NOT necessary to read back:

-Wind info

-Altimeter setting

but if that was the only information in the transmission, reply with: “ROGER, 42J”.

e.g.:

TWR: “Cessna 42J, ATIS information Charlie now current, wind 160 at 5, altimeter 29.92”

42J: “ROGER, 42J”

AIM References:

Section 4-2 (page 714 in 2022 AIM)

Pilot/Controller Glossary (page 1097 in 2022 AIM) (See highlighted phrases)

Class D / Control Tower

FAR 91.129

Blue dashed line circle, 4 NM radius, ceiling typically 2,500' AGL
Clearance required to enter, depart

(Copy and understand ATIS first)

Taxi clearance:

42J: "Olive Branch Ground, Cessna 2942J, on the north ramp, taxi for takeoff, eastbound, non-participating, Information Alpha"

OLV GND: "Cessna 2942J taxi to runway 18, via Charlie and Alpha"

42J: "Taxi to runway 18 via Charlie and Alpha, 42J"

Takeoff clearance:

42J: "Olive Branch Tower, Cessna 2942J ready for departure runway 18"

OLV TWR: "Cessna 42J, hold short of runway 18, landing traffic"

42J: "Holding short of runway 18, 42J"

OLV TWR: "Cessna 42J, wind 210 degrees at 7, left turnout approved /
[after takeoff fly heading 090] / [fly runway heading],
runway 18 cleared for takeoff"

42J: "Cleared for takeoff runway 18, left turnout, 42J"

-or-

TWR: "Cessna 42J, runway 18, line up and wait"

42J: "Line up and wait runway 18, 42J"

Inbound clearance: (Class D / Tower, without Approach Control)

(Copy and understand ATIS first)

Call more than 5, but less than 15 miles out (preferably about 8-10 miles)

Refer to the direction you are coming FROM. e.g. north, northeast, east, southeast, south, etc.

42J: "Olive Branch Tower, Cessna 2942J, 8 miles northeast, inbound for touch and goes
[inbound for landing] / [inbound for full stop]
with information Bravo"

TWR: "Cessna 2942J, report a 2 mile left base for runway 18"

[report / enter left downwind runway 18] / [report a 3 mile final runway 18]

42J: "Report a 2 mile left base, runway 18, 42J"

42J: "OLV Tower: Cessna 42J, 2 mile left base runway 18"

TWR: "Cessna 42J, you are number 2 following a Cessna 172 on short final, wind 150 degrees
six knots, runway 18 cleared to land"

42J: "Traffic in sight, cleared to land runway 18, 42J"

42J: "OLV Tower, Cessna 42J, entering left downwind for runway 18"

TWR: "Cessna 42J, wind 230 degrees, 6 knots, cleared for touch and go runway 18, then make right closed traffic"

42J: "Cleared for touch and go runway 18, then right traffic, 42J"

TWR: "42J, go around right side, make left closed traffic"

42J: "Going around, right side, then left traffic, 42J"

Traffic callouts:

e.g:

ATC: "Cessna 42J, traffic your 11 o'clock position, 2 miles northbound, last reported at 2,000 feet"

Respond with either:

42J: "Traffic in sight, 42J"

-or-

42J: "NEGATIVE CONTACT, 42J"

Clearance after landing:

TWR: "42J, turn right on Delta, contact ground point 2" (Which means 121.2)

42J: "Right on Delta, ground point 2, 42J"

(after clear and switching frequencies)

42J: "OLV Ground, Cessna 42J is clear at Delta, taxi to the north ramp"

GND: "42J, taxi to the ramp via Delta, Hotel, Charlie"

42J: "Taxi via Delta, Hotel, Charlie, 42J"

-or-

TWR: "42J, turn right on Charlie, taxi to the ramp this frequency"

42J: "Taxi to the ramp this frequency, 42J"

Landing Options at a Controlled field:

"Landing" -or- "Full stop": Planning to land and clear the runway

"Touch-and-go": Planning to land then immediately take off again (frequently used)

"Stop-and-go": Planning to come to a stop on the runway, then takeoff again (rare)

"Low approach": Planning a go-around

"Cleared for the Option": You may land, touch-and-go, stop-and-go or low approach

Class B and Class C / Approach Control / Departure Control

Class B:

FAR 91.131

Heavy blue lines, multiple layers, typical radius 30 NM, ceiling typically 10,000 MSL

Mandatory to receive a clearance before entering or departing

Students may only fly in solo if endorsed by CFI

Class C:

FAR 91.130

Heavy magenta lines, usually two layers, typical radius 10 NM, ceiling typically 4,000 AGL

Mandatory to establish radio communication before entering or departing

Outbound from Class B or C:

(Copy and understand ATIS first)

Ground operations, outbound: Contact Clearance Delivery for clearance (abbreviated "CLNC DEL" or "CPT": Clearance Prior to Taxi). If no CLNC DEL is published, use GND CNTRL.

e.g.: 42J: "Memphis Clearance, Cessna 2942J, would like to depart eastbound at 2,000' to Olive Branch with information Alpha"

CPT: "Cessna 2942J, you are cleared out of the Memphis Class B, fly runway heading, maintain at or below 2,000', departure frequency 125.8, squawk 4251"

I would abbreviate this way: "C->CB RH \<2000 125.8 4251"

42J: "42J is cleared out of the Memphis Class B, fly runway heading, maintain at or below 2,000', departure frequency 125.8, squawk 4251"

CPT: "Cessna 42J, readback correct, contact Ground when ready to taxi"

42J: "ROGER, 42J"

Then contact Ground control exactly as in a Class D

Then contact Tower exactly as in a Class D

After takeoff, tower will say:

TWR: "42J contact departure" -or- "42J contact departure, 125.8"

42J: "42J, good day" -or- "Switching to 125.8, 42J"

Then contact Departure Control:

42J: "Memphis Departure, Cessna 2942J, out of 800 climbing 2,000"

DEP: "42J, radar contact..." [then further heading and / or altitude instructions]

e.g. "Turn left on course direct to Olive Branch, maintain 2,000"

42J: "Roger, left on course, climb to 2,000, 42J"

DEP: "Report OLV in sight"

42J: "WILCO, 42J"

42J: "42J has OLV in sight"

DEP: "42J squawk 1200, [-or- Squawk VFR] radar service terminated, contact OLV tower 125.27"

42J: "42J, good day"

Inbound to Class C or Class B:
(Copy and understand ATIS first)

Contact the appropriate Approach Control frequency at least 5-10 miles before reaching the boundary.

42J: "Memphis Approach, Cessna 2942J, is 35 miles east of Memphis, 2,500' inbound to Memphis, information Charlie"

APP: "Cessna 2942J, squawk 4267 and IDENT"

(change transponder to 4267 and push the IDENT button)

42J: "4267, 42J"

APP: Cessna 2942J radar contact, 34 miles east of Memphis, Cleared into the Memphis Class B, [then further heading and / or altitude instructions or other instructions].

42J: [read back heading / altitude or other instructions] 42J"

APP: "Proceed straight in to runway 27, report it in sight".

42J: "WILCO, 42J"

42J: "Runway 27 in sight, 42J"

APP: "Contact MEM Tower 119.7"

42J: "Switching to Tower, 119.7, 42J"

42J: "Memphis Tower, Cessna 2942J, 3 mile final runway 27"

TWR: "Cessna 42J, wind 260 at 7, runway 27 cleared to land"

42J: "Cleared to land 27, 42J"

Other TWR and Ground communications are just as in Class D.

Uncontrolled Airports

Ref.: AIM 4-1-9

Technically, all calls are optional, but highly desired if possible.

Inbound: "Fayette County traffic, Cessna 2942J 10 miles southwest, inbound, runway 19.

Downwind / Base / Final: "Fayette County traffic, Cessna 2942J downwind [base / final] for runway 19, Fayette County".

Clearing runway: "Fayette County traffic, Cessna 2942J clear of runway 19".

Outbound: "Fayette County traffic, Cessna 2942J taxiing out to runway 19."

Departing: "Fayette County traffic, Cessna 2942J departing runway 19 [to the southwest]" [-or- "staying in the pattern"]

Summary of Main Calls:

Taxi clearance:

42J:

- “Olive Branch Tower,
- Cessna 2942 Juliet,
- on the north ramp,
- taxi for takeoff, eastbound, non-participating,
- Information Alpha”

Inbound clearance: (Class D / Tower, without Approach Control)
(Copy and understand ATIS first)

42J:

- “Olive Branch Tower,
- Cessna 2942 Juliet,
- 8 miles northeast,
- inbound for touch and goes / [inbound for landing]
- with information Bravo”